

# **CASEWORKER DESK REFERENCE (Effective October 1, 2019)**

(Cost of Living (COLA) / SNAP Allotments/ Homeless Shelter Deduction/ Utility Expenses Effective October 1, 2019)

FNSU SIZE	130% MAX INCOME LIMITS	100% MAX INCOME LIMIT	200% CATEGORICAL ELIGIBILITY MAXIMUM INCOME LIMIT	MAXIMUM ALLOTMENT	FOOD AND NUTRITION SERVICES DEDUCTIONS			
	Gross	Net	Gross	Effective 10/1/2019	SUA	BUA	TUA	STANDARD DEDUCTION
1	\$1,354	\$1,041	\$2,082	\$194	\$434	\$254	\$38	\$167
2	\$1,832	\$1,410	\$2,820	\$355	\$482	\$282	\$38	\$167
3	\$2,311	\$1,778	\$3,556	\$509	\$530	\$310	\$38	\$167
4	\$2,790	\$2,146	\$4,292	\$646	\$578	\$338	\$38	\$178
5	\$3,269	\$2,515	\$5,030	\$768	\$626	\$366	\$38	\$209
6	\$3,748	\$2,883	\$5,766	\$921	\$626	\$366	\$38	\$240
7	\$4,227	\$3,251	\$6,502	\$1,018	\$626	\$366	\$38	\$240
8	\$4,705	\$3,620	\$7,240	\$1,164	\$626	\$366	\$38	\$240
Each Additional Member	(+\$479)	(+\$369)	(+\$738)	(+\$146)	Minimum Allotment = \$16 (for eligible 1 – 2-person FNSU's)			
SNAP (Effective 10-1-19)								
Rent / Mortgage/Lot Rent ≥ \$200			Allotment amount \$105	Rent / Mortgage/Lot Rent ≤\$200			Allotment amount \$65	
ADDITIONAL FNS DEDUCTIONS								
Earned Income Deduction			20%					
Dependent Care Deduction			Actual incurred expense					
Excess Shelter Deduction Cap			\$569 for FNSU's without a Specified Person					
Homeless Shelter Deduction			\$152.06					
FNS RESOURCE LIMITS					Max. SSI or SSI & SSA/Other Income			
Categorically Eligible FNSU				NONE	Single Person		(2018) \$750	(2019) \$771
FNSU's with a member age 60/older, or disabled				\$3,500	Couple		\$1,125	\$1,157
All Other FNSU's				\$2,250	Medicare Premium		\$134	\$135.60
FNS CONVERSION OF INCOME/EXPENSES TO A MONTHLY AMOUNT								
Weekly					x 4.3			
Biweekly (every two weeks)					x 2.15			
Semi-monthly (twice per month)					x 2			

**Note: Standard Deduction** - Do not include ineligible members or non-household members in the calculation of the Standard Deduction.

**SUA or BUA** - Do not include non-household members in the calculation of the SUA or BUA.

Categorically eligible households are not subject to the resource, gross and net income limits. Non-categorically eligible households are subject to resource, gross and net income limits. Non-categorically eligible households that contain specified individuals are only subject to the resource and net income limits.

## **FOOD & NUTRITION SERVICES TIME STANDARDS**

### **APPLICATIONS**

### **Recipient must receive benefits no later than:**

**Emergency Service**

**7th calendar day**

**Normal Processing**

**30th calendar day**

Application can be reopened if verifications are provided by the 60th day from the date of application.

Do not deny an application before the 30<sup>th</sup> day for failure to provide verification. If the 30<sup>th</sup> day falls on a weekend or a holiday, deny the application on the next workday.

Benefits must be **received** by the 7<sup>th</sup>/30<sup>th</sup> day – thus the application must be processed by the **4th calendar day for expedited services / 25th calendar day for normal**

### **APPLICATIONS FOR RECERTIFICATION**

### **Case must be completed by:**

**Timely Recerts** (submitted by 15<sup>th</sup>)

**Last workday of the month**

**Untimely Recerts** (submitted between 16<sup>th</sup> and last day of the month)

**30th calendar day**

**\*Late Recerts**

**7th / 30th calendar day**

(Late Recert is an application that is filed in the month **after** the last month of the certification period)

### **Timely / Untimely Recertifications:**

- If an application for recertification (timely and untimely) is denied for failure to provide required verification, it may be reopened if all verifications are provided by the 30<sup>th</sup> day following the end of the certification period.
- If the FNSU provides the required verifications by the 30<sup>th</sup> day, process the case using the original date of application.
- If the FNSU provides the required verifications from the 31<sup>st</sup> to the 60<sup>th</sup> day following the end of the certification period, then the case may be **reopened**. Use the date the required verification is received as the date of application and prorate the benefits.

### **Late Recertifications:**

- Do not deny a late recert before the 30<sup>th</sup> day for failure to provide verification. If the 30<sup>th</sup> day falls on a weekend or a holiday, deny the application on the next workday.
- Do not reopen / approve a late recert if the required verifications are provided **after** the 30<sup>th</sup> day.

### **Notices**

DSS-8650 (Request for Information)

10 calendar days to return info

Notice of Adverse Action

10 workdays before action taken

### **Hearing Requests**

To receive continued benefits

10 workdays

NO continued benefits

90 calendar days

### **THE FOLLOWING HOUSEHOLDS ARE CATEGORICALLY ELIGIBLE**

- All members receive SSI
- All members receive WFFA Cash / Work First Benefits
- A combination of the above
- At least one member receives WFFA Services
- NC FAST indicates Categorically Eligible "Pass" - The household's total income is at or below 200% of the poverty level & the HH received info about TANF funded services.

### **THE FOLLOWING HOUSEHOLDS ARE NOT CATEGORICALLY ELIGIBLE**

**Any member (or head of household as indicated) is disqualified for:**

- An intentional program violation (IPV);
- A conviction of a drug felony since August 23, 1996, for an act committed on or after August 23, 1996 or
- (Head of household) Failing to comply with work requirements